

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD
P. O. BOX 269101
SACRAMENTO, CA 95826-9101**

**ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-511C
AIR TECHNICIAN VACANCY ANNOUNCEMENT #04-253AC**

**Human Resources Specialist (Employee Benefits)
N0417/A
GS-0201-12/11
\$60,929 - \$79,205 pa
\$50,836 - \$66,085 pa**

**ANNOUNCEMENT DATE: 4 November 2004
CLOSING DATE: 28 December 2004**

SELECTING OFFICIAL: Director – Human Resources/J-1

**APPOINTMENT FEATURES: Competitive Status
Career-Career Conditional**

POSITION LOCATION: Human Resources Office – JFHQ, Sacramento, CA

POSITION REQUIRES TRAVEL 5 – 10 DAYS PER MONTH

RECRUITMENT/RELOCATION BONUS OF UP TO 25% OF BASIC PAY MAY/MAY NOT BE AUTHORIZED.

CONCURRENT CONSIDERATION WILL BE GIVEN IN THE ANNOUNCEMENT OF THIS POSITION AND VACANCY ANNOUNCEMENT #04-510(ARMY)/#04-252A(AIR). ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW TPM, ANNEX A.

APPLICANTS NOT MEETING FULL QUALIFICATIONS FOR THE GS-12 POSITION INDICATED BELOW, MAY BE CONSIDERED FOR THE GS-11 TRAINEE, IF QUALIFIED. STATEMENT-OF-DIFFERENCE OF QUALIFICATION REQUIREMENTS FOR EACH ARE INDICATED.

This position is located in a Joint Force Headquarters (State), Manpower and Personnel Directorate (J-1), Human Resources Division, in a state with a Department of Labor (DOL) District and/or Regional Office. The primary purpose of the position is to manage the National Guard Bureau's Workers' Compensation Program (NGBWCP) in a designated region of 4 to 10 states. The position serves in an NGB OWCP liaison representative position to facilitate DOL submissions, processing, or preliminary investigation work of NG OWCP claims.

CONTINUED ON NEXT PAGE

**CALIFORNIA NATIONAL GUARD
ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-511C
AIR TECHNICIAN VACANCY ANNOUNCEMENT #04-253AC**

1. **AREA OF CONSIDERATION/WHO MAY APPLY:** **Nationwide.** Open to current permanent National Guard Competitive Federal employees serving under a Career or Career Conditional appointment. Applicants must provide a copy of your latest SF-50 verifying your status. Failure to provide this document will negatively impact your eligibility determination. **Veterans Preference does not apply.**

2. **CONDITION OF EMPLOYMENT:** Completion of a favorable National Agency Check. Must participate in PD/EFT (Direct Deposit).

3. **DUTIES:** Builds positive working relationships with the NGB Technician Personnel Office, all levels of DOL and state Human Resources Offices (HROs); trains newly assigned ICPAs on all existing FECA, OWCP and NGB directives and guidance pertaining to the initiating, processing, adjudicating or investigating of state NG OWCP claims; conducts compliance reviews of all state programs, including NG units, facilities and NG Youth Challenge and other technician programs; provides management advisory and consulting services, through staff assistance visits and business communication avenues, concerning FECA and OWCP policies and procedures that correlate to program reviews; reviews injury compensation case files and collects statistical data by accessing all available sources of injury data; analyzes, interprets and reports to NGB and assigned HROs data and information related to program claims processing, reviews, conducts assistance visits, and overall injury compensation program success at meeting cost containment goals and effectiveness and efficiency objectives; expedites congressional inquiries and other sensitive correspondence forwarded by NGB. Responds to questions and advises states on problems and status or appeal decisions on OWCP cases; identifies reemployment opportunities for injured personnel; implements an effective "Outreach Program" (home visitation); pursues cases that are considered unclear or questionable as to legitimacy.

4. **QUALIFICATION REQUIREMENTS:** Competitive qualification requirements for this position are from OPM X-118 Handbook.

- a. **GS-12** requires 1 year specialized experience equivalent to at least GS-11.
- b. **GS-11** requires 1 year specialized experience equivalent to at least GS-09 or 3 full years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

Specialized experience is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of that position. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

Education may be substituted for experience.

If selected as trainee, the appointee may be non-competitively promoted to GS-12 upon meeting full qualifications and recommendation of supervisor.

**CONTINUED ON NEXT PAGE
CALIFORNIA NATIONAL GUARD**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-511C
AIR TECHNICIAN VACANCY ANNOUNCEMENT #04-253AC

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

- a. Ability to apply fundamental principles and guidelines of worker's compensation.
- b. Ability to establish rapport and confidence; evaluate factors of problems and recommend solutions.
- c. Ability to give specific guidance relative the implementation and application of worker's compensation program.
- d. Skill in gathering information and data for preparing reports and presentation.
- e. Skill in communicating effectively both orally and in writing.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY/MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.